

Volume No. 3—Automated Systems Applications	TOPIC NO.	70320
Function No. 70300—FAACS Online	TOPIC	SYSTEM FLOW
	DATE	MAY 2003

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Overview

Introduction FAACS is accessed through a PC terminal. Data input and inquiry are via screens subject to edit criteria. The FAACS system incorporates a transaction file. New transactions that are input during the master file maintenance function are placed on the transaction file and reside there until released into a nightly edit update. Screen edits during the data entry process generally ensure that only valid data is entered into FAACS.

The system flow is described below.

System Flow Transactions residing on the transaction file that have release status are released into the nightly edit update at the close of business. During the edit update process, if all systems edits are passed, the transaction goes to impact the master file. New assets are added, existing asset records are modified, etc. If all edits are not passed, the item goes to the error file to be corrected. Inasmuch as the screen edits in place during data entry virtually replicate the edits in the nightly edit update process, error file items are very rare.

An interface is then run. This process updates the FAACS financial Reporting File for capitalized asset transaction only and interfaces financial reporting file information to CARS.

FAACS Financial Reporting File The FAACS Financial Reporting File is used to produce periodic financial reports, e.g., FAC730, 735, 751, and 768. (Refer to CAPP Topic No. 70365, FAACS Reports.)

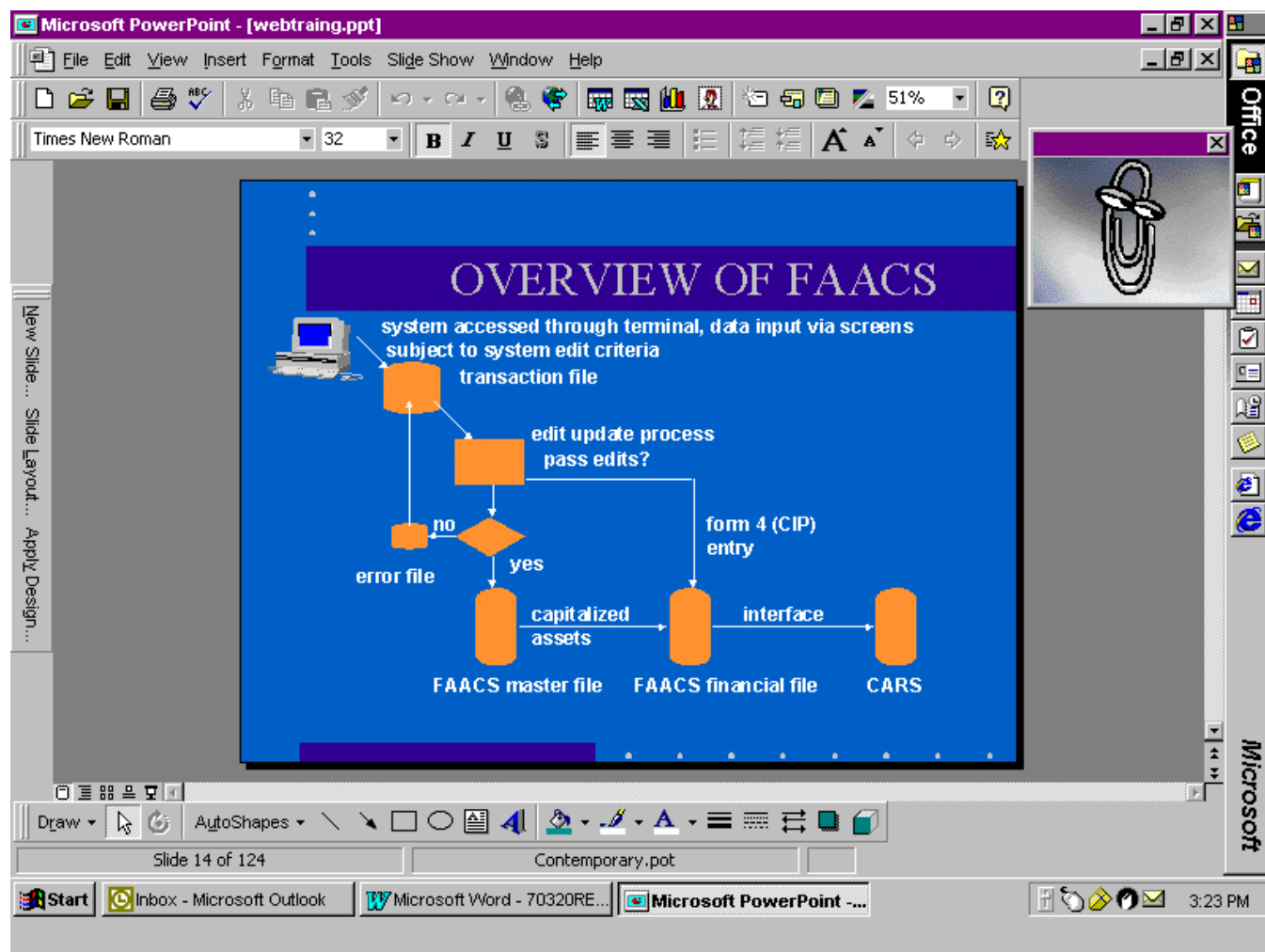
These reports present beginning balance, debits, credits and ending balance for the reporting period (monthly, quarterly, fiscal year). See also the CARS 402 Report.

FAACS Masterfile The FAACS Masterfile contains detailed information in all fixed asset reports. This file is used to present reports used for the stewardship or control function of FAACS and in taking inventories.

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Navigation

Navigation Bars

FAACS functions are accessed by use of the Navigation Bars at the top of the screens. Additional processing steps are accomplished by use of action buttons at the bottom of the screens.

Types of Navigation Bars

FAACS contains the following Navigation Bars:

- Master File Maintenance
- Transaction File Maintenance
- Error File Maintenance
- Summary Maintenance
- View Tables
- Restricted
- Other

Master File Maintenance

The Master File navigation bar accesses the master file. This allows users to generate new transactions that will ultimately impact the master file. The transactions may be:

- To add new assets to the master file
- To change or delete or assets currently residing on the master file

This navigation bar also allows access to the master file for the inquiry function.

New transactions that have been generated in the master file maintenance function will be created on the Transaction File. Transactions having Release security status will be released to the nightly edit update at the close of business that same day and may be viewed on the master file the next business day. Transactions having Hold status will remain on the transaction file until released by a user with release capability.

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Navigation, Continued

Transaction File Maintenance

The Transaction File navigation bar accesses the transaction file. This file contains all transactions that have not been released and have therefore not yet impacted the FAACS master file. At any time prior to their release, all transactions residing on the Transaction File may be viewed, changed or deleted. Changing the status from **Hold** to **Release** is performed by accessing the Transaction File maintenance navigation bar.

Error File Maintenance

The Error File navigation bar allows access to the FAACS Error File so the existence of error file items may be detected and corrected or deleted.

Summary Maintenance

Summary entries are entries that impact the FAACS financial reporting file, but do not create a permanent record on the FAACS master file. For most FAACS users, Summary entries are generated to track Construction-in-Progress (CIP).

The Summary Maintenance navigation bar is used to generate and view, change and/or delete summary entries.

This navigation bar is used also to correct error file items associated with Summary entries.

View Tables

The view tables navigation bar allows users access to view FAACS tables. Tables that may be viewed are:

- Federal Cost Category table
- Funding Source table
- Nomenclature Code table

Restricted

The Restricted navigation bar accesses function that are restricted to DOA and selected agency FAACS users. In addition to functions that are restricted to DOA, this navigation bare allows access to:

- The security table for those FAACS Agency Security Officers that have been granted the ability to reset user passwords.
- An updated version of “Data Element Change” which selected agencies may use.

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Navigation, Continued

Other



The Other navigation bar allows access to:

- The view bulletin screen and/or the view transactions pending screen without logging in again
- A new function, FAACS download will be accessed from the Other navigation bar.

The screenshot shows the FAACS - Microsoft Internet Explorer window. The address bar displays <https://webapp1.doa.state.va.us/faacs/main.cfm?55>. The page title is "Fixed Asset Accounting and Control System" with a timestamp of 3:36:17 PM. The main content area is titled "Master File View, Add, Edit, Delete" and includes a navigation bar with links: Master File Maint, Trans File Maint, Error File Maint, Summary Maint, View Tables, Restricted, and Other. A message states "First Record Displayed." with buttons for Required Data, Add'l Data, and Display All. The main data table has columns: AGENCY, ASSET, CATEGORY, ID, REC CREATED, REC LAST UPDATED, PG ACTION, and TRN TYPE. The first record shows AGENCY 100, ASSET 4-Equipment, CATEGORY 000000001, REC CREATED 01281993, REC LAST UPDATED 03282003, PG ACTION View, and TRN TYPE View. Below the table, there are fields for DESC LINE 1 (VOTING SYSTEM-CHAMBER), DESC LINE 2, DESC LINE 3, and DESC LINE 4. A section for BLDG ID, FIPS, WING, FLOOR, ROOM, RESP, POSITION, and RESPONSIBLE DESC is also present, with a Search FIPS button. At the bottom, there are fields for ACQ BASIS, AVAIL CODE, ACQ MET, and OWN STAT. The status bar at the bottom shows the Start button, taskbar with Outlook, Word, and FAACS, and system tray with Help, Logoff, and a clock showing 3:36 PM.

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Contacts

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Subject Cross References

References

- CAPP Topic No. 70325, *Data Entry*
- CAPP Topic No. 70330, *Error Correction*
- CAPP Topic No. 70335, *Inquiry/Update*
- CAPP Topic No. 70340, *Data Element Change*
- CAPP Topic No. 70345, *Table Inquiry/Maintenance*
- CAPP Topic No. 70350, *Security Inquiry/Maintenance*
- CAPP Topic No. 70355, *Bulletin Inquiry/Maintenance*
